

Position Title: Human Resources Assistant
Division: Finance
Reports to: Chief Financial Officer
Status: Part-time, Non Exempt

General Summary:

The Human Resources Assistant is responsible for providing administrative support for the Human Resources functions of Alzheimer's Orange County including, but not limited to assisting with the hiring and onboarding process, scheduling new employee orientations, assisting with the payroll process, and maintaining a high volume of employment records. The Human Resources Assistant reports to the Chief Financial Officer.

Essential Job Functions:

- Coordinates the recruitment, hiring, and onboarding of new employees.
- Welcomes new employees to the organization by conducting orientations.
- Maintains employment records and protects operations by keeping human resources information confidential.
- Collects time and attendance records and assists in the payroll process.
- Assists in open enrollment and provides administrative support for employee benefits.
- Provides support to Finance and HR functions.
- Other duties as assigned.

Minimum Requirements:

- 1 year of work experience as an HR Assistant
- Some college education (AA Degree in HR-related field preferred)
- Excellent organization and interpersonal skills
- Attention to detail
- Administrative support services experience
- Proficient in the use of a personal computer and Microsoft Office applications
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekends

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to alzoc.hr@gmail.com.